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IMLS  
MANAGING YOUR IMLS GRANT: INFORMATION SESSION  
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>> TIM CARRIGAN: Good afternoon, everyone. Thank you for  
joining us for our New IMLS Grantee Webinar this afternoon. We  
appreciate you taking time out of your busy days so we can walk  
you through some of the main points you'll need to know as you  
manage your award over the next few years. And we are here to  
help you do that. So we will -- in the interest of making the  
most of your time, we will jump right in.

My name is Tim Carrigan. I am a Senior Program Officer  
here in the Office of Library Services at IMLS, and I am joined  
by my colleagues.

>> Sandy Toro.

>> And Trevor Owens.

>> Andrea Wood.

>> TIM CARRIGAN: A few other folks who aren't on the call  
today but who you may be dealing with over the course of your  
grant is Mary Alice Ball, another Program Officer here at IMLS,  
and our illustrious Program Specialists, Madison Bolles, Emily  
Reynolds, and Sarah Fuller. And we are joined by not just folks

from the program staff today who will be working with you, but LaShaune and Andrea represent our grant administration and finance teams, so if you would like to get (Inaudible) they are the people to talk to. Your program staff will be your primary program points of contact. We will talk about all these things over the next bit of time.

But welcome. Thank you for being here. Also, congratulations on receiving award. This is a very competitive process. There are many wonderful projects each funding cycle that unfortunately are not selected for funding due to the scarcity of funds, so you are among an elite group, and your peer reviewers felt like you were doing outstanding work that would benefit the field, so congratulations.

We -- our presentation today will have four main parts. We will review your responsibilities and obligations as an IMLS grantee, which are part of the terms of conditions you accepted when you took the award. We will provide information about where to find the information you'll need to fulfill those obligations and responsibilities. We will share some suggestions on how to manage your award efficiently and hopefully painlessly. And we will have lots of time to take your questions. And as much as possible, we will try to hold questions until the end if that's okay, and we ask that you keep your questions general enough so that they would be broadly interesting to the other people on the webinar. If you have something very specific to your grant or your organization, it might be better to take that offline and speak to your Program Officer directly.

With that, we will jump right in. As an IMLS grantee, you essentially have five responsibilities to the agency. The first of these is to carry out project activities as described in your proposal. This is why you have been provided funding, and there is an assumption on the agency's part that you will undertake the activities essentially in the order you described according to the work plan you laid out and that you will spend the funds that you requested and that you proposed as cost share as outlined in the proposals, achieving the results you intended.

Our second responsibility you have as a grantee is to adhere to the award's terms and conditions. We will focus on the three briefly here that are most likely to be relevant to all of you, but we urge you to read through all the terms and conditions. But three terms and conditions that are likely to be most relevant to you are the fact that, first, many grants find themselves needing to change some aspect of their work plan or budget over the course of the grant. We understand that when you make a proposal to the agency, in some ways it's a best guess. You have written it almost a year before you find out

you are going to be funded, and if it's a three-year project, you are trying to project four years out things that are going to happen. Technology changes, people go on maternity leave, lots of things can happen. So we understand sometimes changes are necessary and that there may be some sort of shift or pivot in your project of some kind.

If you need to extend your project's end date, adjust some aspects of the project's methodology, substitute key personnel, make new hires with project funds, or reallocate the budget, either the IMLS funds share or your cost share, you are obligated to request approval from your Program Officer. That needs to be in writing, and it needs to be done in advance rather than after the fact.

Secondly, when you apply for your funds, you agree to follow a series of specific government-wide policies and procedures on federal grant. These are referenced in the Notice of Funding Opportunity -- or the guidelines, as we used to call them -- that you used when you applied for the project, and they're also referenced in the General Terms and Conditions document, which you can find on our website.

These include but are not limited to complying with nondiscrimination laws; not doing business with any person barred or suspended by any federal department or agency; providing a drug-free workplace; complying with federal laws pertaining to human trafficking; and not conducting political lobbying within your project with grant funds.

So, and the third piece within the terms and conditions we like to highlight is you will need to acknowledge IMLS support of your project in materials publicizing or resulting from your grant activities. We have a Grantee Communications Kit in the grant recipient portion of our website, and we ask you to refer to that. That includes things like our logo, suggested language for acknowledging us, et cetera.

The three other responsibilities you have to the agency are as follows. You are responsible for submitting both financial and narrative performance reports according to the schedule that came with your award notification. We will discuss those in greater detail later in the presentation.

You need to let us know if there are any significant problems that arise within the grant, either programmatic, administrative, or financial. And this can be done via phone call or email to your Program Officer, but probably email is better so we have a good paper trail of everything that's happened, both for your protection and ours.

And fifth, we ask that you maintain proper documentation, subject to audits, of all activities and expenditures affecting the award. This should be done in accordance with your own

institution's accepted business practices. It doesn't need to be sent to IMLS unless we request it, but it is important that you maintain it.

So where will you find this information? We will talk about five resources today that will be helpful to you. The first is your Official Award Notification and the reporting schedule that is attached to that. That was the packet you received when we sent you the letter that said congratulations, you've been funded, and included your peer reviewer comments. And that should have gone to your Grants Project Director and authorized representative. If for some reason you do not have a copy of that, please let us know after this webinar, and we will be sure to get a copy of that into your hands.

The next important resource for finding information is your approved project budget. This may be the budget that you sent when you submitted your proposal through grants.gov or perhaps your program staff requested a revised budget at some point during the review process.

As your project goes along, there may be other opportunities or situations may arise that require further revisions to your budget, that will require approval by the agency, and we want to make sure that you always know what your current approved budget includes.

There are many helpful resources on the IMLS website. Trevor will walk you through some of those. And they include forms, instructions for completing those forms, the terms and conditions document I referenced previously, and the Grantee Communications Kit.

And finally, last but not least -- and somewhat different this year, perhaps, for those of you that are returning grantees -- the Office of Management and Budget Super Circular, OMB 2 CFR Part 200. This document recently went through significant revision and is published by the government and sets forth the federal cost principles that apply to you as a recipient of federal funds. It details what costs and cost allocation methods are allowable for work performed under your IMLS grant.

So briefly, I will walk you through your award documentation, and then I will pass the mic to Trevor to talk about our Web-based resources.

So what you see here is a sample IMLS award notification, and this establishes the basis of the relationship between IMLS and you as one of our grantees.

Starting on the left-hand side of the award document, under your institutional name and address is the name of your grant's authorized official. This is the person who will be signing your reports, your change requests, and your requests for

advancement or reimbursement. It needs to be a different person than your Project Director.

Below the authorized representative is your award number. This is the number one takeaway, perhaps, from this webinar, at least for our finance and grants admin colleagues. If you are a National Leadership Grant, recipient of a National Leadership Grant, you will start with LG. If you are a research librarian grantee, your number will start with RE. This number is the number that the agency uses, the unique identifier that we use across the agency to track everything about your grant. So it's super helpful to us if you use that log number in every communication we have, ideally in the subject line and on your reports and on any forms where it's required. That will expedite things tremendously both for you and for us. I don't think I can emphasize that enough.

Particularly for the research universities, it's possible we might have multiple open awards with certain applicants, not just for research universities for that matter, so it's really important that we are able to distinguish which grant to XYZ library we are talking about if they have four awards.

So below that you will see your award period with your start and end dates. It's important to know that you can't start your work before your start dates, and you can't extend work beyond the end dates. Similarly, you can't request to use grant funds or cost share for preaward costs or for costs that occur after the end of the grant period.

Moving to the left side of the award document, you will see your Project Director's name. This is the person who will be making the project go by directing and overseeing grant activities on a day-to-day basis.

Below that is the total award amount, which is the amount of funds that IMLS has committed to your project.

And below that is your cost share obligation, which spells out the dollar equivalent that you are required to provide for the project. Let me repeat that. The amount you are required to provide for the project. There will be problems down the road if, as you are coming to the end of the grant, you do not meet your cost share obligation. So we want to make sure that you understand that now and are planning appropriately.

And then at the bottom of the page is your reporting schedule. So you should look at that now, and we encourage you to -- whatever sort of calendaring works for you, that you transfer that reporting schedule to your Outlook or Google calendar, whatever you are using, so that they don't slip you by. You want to make sure you are not missing your deadlines for reporting because if you do, unfortunately, it means you will not, until your reports are current, be able to draw down

funds on your grant or receive any additional IMLS grants. And not just you; anyone else at your institution as well. So if you don't want to gum up the works for other PIs, it's important that you keep your reporting schedule current.

Reports are due once a year in pairs, so every year you will submit a performance report and a narrative -- excuse me -- a performance report and a financial report. So if you have a one-year grant, you will do one set of two reports. If it's a two-year grant, you will have one set of interim reports and one set of final reports. And if it's a three-year grant, predictably, you will have reports at the end of year one, year two, and year three, so two sets of interim reports, one set of final reports.

There are instructions on the website, and Trevor will, again, talk about those Web resources, about how the agency wants you to form your reports, and they ask that you abide by that formatting.

Then page 2 of the award. Sorry, Trevor. Page 2 of your award includes your basic award information that outlines the legal basis for your award, and much of this is by reference. So the agency is assuming that you are going to read through the reference documents carefully and understand what they contain. All of this can be found online. And while it's certainly not light reading, it's very important that your institution abide by those rules.

And below that you will see contact information for your Program Officer and directions on how to find out who your finance contact is at IMLS for requesting reimbursements and advancements. So if you can't find those documents, again, let us know, and we will work to get you copies of those as quickly as possible.

The budget we will run through really quickly. It's a four-page-long document, and you want to make sure that you are using a budget that represents your total IMLS award and cost share from page 1 of that award notification.

On page 2 of the award document, you will see a reference to either the budget submitted with the application or the budget submitted on X date. So depending on any other negotiations we may have had during your pre-award period, you may have additional material as well outlining specific special conditions the agency has put on your award, but that's generally the exception and not the rule.

But if you have any questions about this document, please let us know. We are here to help.

The only other special term and condition that I will draw attention to before we talk about Web-based resources is if you are one of our Sparks! Ignition grantees -- I don't think we

have any of you on today -- or if you have received a Laura Bush National Forum Grant or National Leadership Grant -- National Forum Grant -- it is important to keep in mind you are required to issue a white paper at the conclusion of your project. I don't think we have many National Forum Grantees on this webinar, so I won't belabor the point, but if you have questions about this process, please let us know and we will gladly provide you more information on that, and we can provide you examples from past grantees as well.

With that, Trevor is going to tell you about some things you can find on the website.

>> TREVOR OWENS: Hi, everybody, again. This is Trevor Owens, a Program Officer. I am probably some of your Program Officer. Some of you are my grantees is another way to say that. And I am going to walk us through some info about what we have on the website, resources for you.

If you are a new grantee, there is a good chance you haven't checked out the grant recipient section of the site before, so there's a whole new world of fun waiting for you there.

So when you go into the grant recipient section of the site, you will find this page, the most relevant information here is the section on administration. We've got a little arrow there for you.

Here you will find links to a lot of those documents Tim was already discussing. We have the general terms and conditions there for discretionary awards. It's important to realize that because of some of those changes Tim mentioned related to 2 CFR 200, we have different terms and conditions for the year of your award. So you need to make sure you are getting the right set of them. Obviously, we need to keep the other conditions up because those are relevant to a range of ongoing grants.

So if you pull that up, it looks like this, and we have circled to underscore the importance of that date information in because it's critical that you are using the right dated info.

And so that's the gist about that.

The document is bookmarked and has a table of contents so that you can easily find the section, so it's a relatively smart to work for -- to work through -- I guess to work for too.

Aside from that, we have additional materials related to reporting. So you already got that reporting schedule when you received your award notification. But when you actually do need to make those reports, they are all waiting here for you to fill out. We will look at interim reports and final reports.

This is the cover sheet for one of those reports. You need to have the Authorizing Official to sign off on them, so that is

a critical piece of information that we are putting a big arrow. If you don't, then we will be coming back to you to get you to do it. So get it right, and you will be good. The reports all go to us at [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov), and that email address is there for you on the slide as well.

So I'll show you guys the financial report here quick. We have -- this is an SF425. That's the form number, and it's an important one. This is the Federal Financial Report form. Again, you are sending these to [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov). It's there on the website.

And then this is a Standard Form 270, and this is separate to those reporting forms when you want an advance or reimbursement for your actual -- your fund, you need to have funds transferred to your own institution's bank account, either as an advance or reimbursement. Both are acceptable, and you use the same form for each. Also, in both cases you send this completed, signed, and scanned form to [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov). Again, that email address is at the bottom of the screen.

Which brings us to where you can find information about 2 CFR 200, which we mentioned several times, and I will turn this over to Sandy.

>> SANDY TORO: So the last bit of information that we want to bring to your attention today ... has to do with the Code of Federal Regulation. If you have any questions about whether a particular expense is allowable or unallowable for your project, these are the best and most thorough resources that you can consult.

Previously, cost principles varied according to your type of organization, but that's no longer the case. If you have any questions, please feel free to call us, but chances are excellent that you will be able to find what you need by going to this Office of Management and Budget circular.

So we've talked about five places that will have information that's important to you for managing your grant. First are the Official Award Notification and the reporting schedule that came via email for the Project Director and the Authorizing Official for your project.

Next is the project budget.

Then comes the IMLS website, which will have a significant amount of information that will be helpful to you, including the General Terms and Conditions document, the reporting forms, form instructions, and the reporting guidance.

And last you should know about the circular that sets forth the federal cost principles that apply to your organization. This resource details what costs and cost allocation methods are allowable for work performed under your grant.



So we have some suggestions, and the final section today is our list of them, for approaching the management of your grant. These suggestions are based on our collective experience over the year, and we share them here because we think they will make managing your project much more smoothly -- or it will go more smoothly, and it will give you the maximum amount of time to spend on your project work.

First, read everything that came to you as part of your Official Award Notification. If you have an important role in the project and you don't have these documents, please talk to your project Director or Authorizing Official to request copies.

Know your award number. That starts with an LG, RE, NG, or SP. It's the unique identifier through which we relate to you.

Know your report due dates. Remember that it takes a little time to prepare the reports, so allow yourself a few days to do that.

And know which budget has been approved by IMLS. Sometimes we have questions about cost sharing and changes, and we always ask you to make sure you know what the most recently approved budget is.

Finally, know your cost share requirement as an actual dollar figure. Meeting your cost share is truly a requirement. As Tim mentioned previously, it's not an option, and you really do need to know it, meet it, and report it. If you encounter any difficulties of any kind related to your cost share, please get in touch with us right away. It's not something that you want to put off until you're filing your final report.

So download, bookmark, and read the General Terms and Conditions from the IMLS website. You will be doing yourself a favor to become familiar enough with this document now so that you know how and when to use it in the future.

Have our contact information available so you can get in touch with us easily. And jot down the emails that you need for submitting materials.

So for performance and financial reports, you want to use [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov). And for SF270 requests for money which you need, that's [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov).

So the next set of suggestions has to do with getting money transferred to you. These are specific things you can do to make sure everything goes smoothly, and we list them here.

So first of all, keep your SAM.gov registration up-to-date and active. It will expire at some point in the next 12 months, and if you don't renew it, we won't be able to transfer money to you. SAM.gov is integral to transferring payments, and it has replaced the need to complete ACH forms, if you know what those are. So know your expiration date, and be absolutely sure the

information for your bank account into which you want the IMLS funds transferred is current and correct.

Make sure you get your reports turned in on time. If they are delinquent, we can't process your request for payment.

Make sure the signer of the SF270 request for advance or reimbursement is a Project Director or Administrative Official. That's the PD or the AO -- in our grants database, and we get these names from your original application. If there's someone new, that person needs to be designated by the PD or AO through an email to the Program Officer.

Email the correctly completed SF270 in PDF format to grantsadmin@imls.gov, and please make sure you include the award number in the subject line.

And our final set of suggestions relates to making it easy for us to receive, review, and credit you for submitting your reports. Using the required forms helps ensure that all the various offices at IMLS can abstract what they need easily. Submitting on time keeps you from getting delinquency notices. If you get too many, your institution could be barred from receiving not just IMLS money, but potentially all federal funds.

Being succinct, writing well, and answering the questions that we request is the right thing to do, as you all know. And sending them electronically saves paper on your end and our end. It's quicker and makes your reports easier to track.

And yes, please cite your award number in the subject line of your emails to us when submitting any reports. And again, that's the LG, RE, NG, or SP number.

In closing our presentation today, we want to make sure you have our names, email addresses, and direct phone numbers. Both Program Officers and Program Specialists will be working on your projects and will be happy to field any questions you might have or help with anything you might need. So please don't hesitate to call us with questions or concerns or simply to confirm what you think you already know.

And I will turn it over to LaShaune and Andrea, see if they have anything to add.

>> So I think the easiest way for us to field questions today is to probably have you type them into the chat box, and then we will sort of amongst ourselves in the room figure out who the best person is to take a certain question.

>> We have a comment from Deborah Turner. It says the sound went blank. Please repeat the subgroup just mentioned. I am not sure I understand what subgroup.

>> That was like 20 minutes ago or something like that. That was, I think, one specific thing.

>> So if there are any questions, please type them into the chat. And as we are waiting, I'll just mention that you're always free to call us just to check in, and sometimes we will go on site visits, and you might hear from us about setting up a time when we can meet with you and your project team.

>> Definitely.

>> We have a question from Gillette. Will this possibly be available on the IMLS website? Yes, you will receive a link to the PowerPoint sometime typically within a week or so.

We have a question from Dawn. When do you recommend we submit our first question for an advance?

>> So Dawn, I think that that's a call that's made primarily based on your sort of institutional cash flow needs. I would say most of our grantees are probably on a reimbursement basis rather than an advance basis, but advances are an option that you have. There are certain restrictions on how advances are used. The funds need to be expended within a certain period of time. Is it 30 days? 30 days, okay, LaShaune is telling me I am saying the right thing. That's one thing to keep in mind if you are requesting an advance for funds.

If you are on a reimbursement basis, you are welcome to request reimbursements in whatever way makes sense for your organizations. It's possible -- we have some grantees that are doing reimbursement requests only annually. There are others who do it quarterly. So we don't have a specific -- you know, a specific rule of when and how you can do that. But I think, you know, generally, you know, it's good if your cash flow situation allows for it to wait until you're requesting, you know, a significant reimbursement. But you don't need to do it like every week or every month if you don't want to. That might be excessive, a lot of SF270s to fill out.

If there's not other questions, we certainly don't want to keep everyone longer than we need to. So thank you guys again for joining us this afternoon. We realize that grants management is probably not the most exciting webinar that you've sat through ever, but it's really important, I think especially since we are talking about investment of taxpayer dollars. So it's important for us at IMLS to make sure that we are administering your grants properly from the agency's perspective and also that you on the grantee end have the tools you need to properly manage those funds as well.

And please know that we are all here to help you and that we hope that the guidance and tools and resources we provided today will be useful to you over the next few years.

>> It looks like I see people are writing. We have some notes of thanks for sharing the information.

>> So maybe if folks don't have questions, they can take off, and those who want to stick around for a few more minutes, we'll just wait just in case. But other than that, thank you, everyone, and have a great afternoon.

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